

Streamlined Request for Qualifications

(Electronic Submittal Required)

Design

for

Project No.F-I215(126)13
I-215; 4500 South Structure

September 16, 2006

UTAH DEPARTMENT OF TRANSPORTATION
Streamlined Request for Qualifications
Project No. F-I215(126)13, I-215; 4500 South Structure

SUMMARY SHEET

1. Project Number: F-I215(126)13
2. Location: I-215; 4500 South Structure
3. ePM PIN No.: 4752
4. Requested Services: Design
5. Source(s) of Funding: Federal
6. UDOT Project Administrator:

Alan M. Loiacono
RFQ Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
801-965-4804
aloiacono@utah.gov

7. UDOT Project Management:

Lisa Wilson
Project Manager
Utah Department of Transportation
Region 2
2010 South 2760 West
Salt Lake City, 84104
801-887-3465
lwilson@utah.gov

8. Advertisement Dates: Saturdays, September 16 & 23, 2006.
9. Streamlined Statement of Qualifications (SOQ) Due Date: **Monday, September 18, October 2, 2006.**

Submit an electronic PDF file of the SOQ to Alan Loiacono by email at aloiacono@utah.gov prior to 11:00 a.m. on Monday, October 2, 2006. You will receive an email acknowledgment of receipt.

Streamlined SOQ's will not be accepted after the 11:00 a.m. deadline.

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10. Type of Streamlined SOQ Required: In accordance with "Utah Department of Transportation Guidelines for Preparing Streamlined Statement of Qualifications".

The Statement of Qualifications has a maximum page-limit of **FOUR** pages.

11. UDOT Selection Team Meeting: Tuesday, October 10, 2006

12. Optional Oral Interviews Date: Most Streamlined RFQ selections will be based on the Streamlined SOQ scores. However, if the Selection Team determines it is necessary to have interviews in order to make a selection, interviews will be held on Tuesday, October 24, 2006.

13. Notice to Proceed Date: TBD

14. Project Completion Date: September 2007.

15. Remarks: The sample charts, *Project Organization Chart* and *Related Experience Chart* are available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

Consultant Selection Schedule

Date	Day	Action
9/16/06	Saturday	Advertisement of Streamlined RFQ in newspapers
9/18/06	Monday	Posting of Streamlined RFQ on UDOT Consultant Services Project Advertisement website
9/23/06	Saturday	2 nd Advertisement of Streamlined RFQ in newspapers
10/2/06	Monday	Streamlined Statements of Qualifications are due electronically by 11:00 a.m.
10/10/06	Tuesday	UDOT Selection Team Meeting
10/24/06	Tuesday	UDOT Consultant Selection Interviews
10/24/06	Tuesday	Consultant Selection

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Appendix B: *Proposed Key Personnel to Be Used on UDOT Project Form*

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.....

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ADVERTISEMENT

NOTICE OF CONSULTANT SERVICES

The Utah Department of Transportation (UDOT) is seeking the services of a qualified Consultant to provide Design Services, F-I215(126)13; I-215; 4500 South Structure in Salt Lake County.

If you are interested in submitting a Streamlined Statement of Qualifications, information on the Streamlined Request for Qualifications and Guidelines for Preparing a Streamlined Statement of Qualifications will be available Monday, September 18, 2006 and may be obtained from the Utah Department of Transportation Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or udot.utah.gov/index.php?m=c&tid=614. **The deadline for submitting the Statement is 11:00 a.m. on Monday, October 2, 2006.** The submittal method will be electronic PDF file via email. The right is reserved by the Department to reject any and all Statements of Qualifications.

The Utah Department of Transportation encourages prime consultants to use DBE/WBE's as sub-consultants where practicable.

September 16, 2006

Utah Department of Transportation
John R. Njord
Executive Director

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Introduction - See **Appendix C** which includes:

- Scope of Work (Objectives and Tasks)
- QC/QA Plan Requirements
- Department Furnished Items

Project Dates:

Consultants are required to meet the dates set for the **optional** oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Key Personnel Qualifications:

The Consultant shall be responsible to ensure that all personnel proposed under this Streamlined Request for Qualifications (Streamlined RFQ) be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of Department standard practices.

The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this Streamlined RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in statements but will not count as one of the allowed pages.**

Required Availability of Key Personnel:

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **60%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this Streamlined RFQ.

Required Completion and Acceptance Criteria:

Progress payments will be made with a five-percent retainage of the invoiced amount for work in progress. Final payment, including any retainage, shall be made after all of the work has been completed and the final estimate, project records, and documentation have been received and accepted by the Utah Department of Transportation as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner.

Applicable Federal and State Regulations:

The Consultant shall conform to all applicable state and federal regulations.

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Debarment Certification:

Federal regulations require certification by prospective participants (including contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions.

Authorization to Begin Work:

Notice to proceed will be given by Consultant Services as soon as the contract is approved and signed by all parties and returned to Consultant Services.

Required Statement Contents:

The Statement from the Consultant should contain the information identified in the attached *Utah Department of Transportation Guidelines for Preparing Streamlined Statement of Qualifications*.

Statement Evaluation Procedures:

The Statement shall be evaluated by a Department Selection Team in accordance with the criteria described in the *Utah Department of Transportation Guidelines for Preparing Streamlined Statement of Qualifications*.

Conditions of Proposal:

All costs related to the preparation of the Statement and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements:

Statements become the property of the Utah Department of Transportation, are treated as privileged documents, and are disposed of according to Department policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of one year after award of the contract. Statements of Consultants who are not awarded contracts shall not be open to public inspection and will be destroyed once the contract is executed with another consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Consultant Services Manager shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the disclosure of data in the contract, the Consultant Services Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant as a result of working on this contract, shall be delivered to and become the property of the Department.

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Financial Screening:

The Department requires that Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* as soon as possible.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287. For questions, contact the Consultant Services Accountant at 801-965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Preaward Audit:

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's statement of qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Insurance Certificates:

The Consultant is required to provide the Department with Certificates of Insurance referencing the project naming the Utah Department of Transportation and the State of Utah as additional insureds.

Subscription to the UDOT Consultant Services Update Service:

The Department recommends Consultants interested in proposing a Statement of Qualifications subscribe to the UDOT Consultant Services Update Service on the UDOT Web site udot.utah.gov under "Doing Business > E-mailing Lists" or udot.utah.gov/index.php?m=c&tid=548&type=1&item=2048&d=full.

If there are any changes affecting the Streamlined Request for Qualifications, notice will be sent out via an e-mail through the update service.

Consultant and/or Corporate Logos or Branding

Consultant and/or corporate logos or branding identification may no longer be displayed in **public** documents or products produced for UDOT beginning July 1, 2005. It is UDOT's intent that consultants should place identifying information, in text format, in appropriate places in documents. This requirement does not apply to Statements of Qualifications. For specific questions or further guidance, please contact Gaye Hettrick, Consultant Services Manager, 801-965-4639 or ghettrick@utah.gov.

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Consultants and/or corporations are specifically restricted from placing logos or branding on the following items:

- Plan Sheets or Title Blocks;
- Environmental Documents;
- Standard UDOT Forms;
- Project Websites;
- Cover Pages;
- Headers/Footers; and,
- Information and Display Boards for Public Meetings.

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Appendix A

Guidelines for Preparing Streamlined Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of a Streamlined Statement of Qualifications (Streamlined SOQ) by Consultants for engineering services on a project. Submitting a Streamlined SOQ is the beginning of the selection process and is used as the basis for selecting or for short listing Consultants. If the Department determines interviews are necessary prior to selection, a minimum of two and a maximum of five Consultants will be short-listed and invited to an interview by the Department.

The purpose for these guidelines is to assure consistency in format and content in the Streamlined SOQ prepared by Consultants and submitted to the Department. Preparing a Streamlined SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for Department personnel.

ELECTRONIC SUBMITTAL

The Department's goal is to migrate to electronic processes wherever possible. Consultant Services intends to require all Streamlined RFQ's to be submitted solely by electronic means.

STREAMLINED SOQ SECTIONS

The Streamlined Statement of Qualifications should contain the following sections in the order listed:

1. Introductory Letter
2. Project Team
3. Capability of the Consultant
4. Appendix B

STREAMLINED SOQ EVALUATION CRITERIA

The Streamlined SOQ evaluation criteria are listed below in red.

1. Introductory Letter – The introductory letter should be addressed to:

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Alan Loiacono
RFQ Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the project team or yourself that may be useful or informative to the Department.

Include the mailing and e-mail addresses and the phone number of the primary contact person for this consultant selection process in the introductory letter.

No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.

2. Project Team - The Selection Team will evaluate how well the qualifications and experience of the members of the project team relate to the specific project. The Department recommends the following information be provided.
 - Project team flow charts including sub-consultants (see sample *Project Organization Chart* available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*.)
 - Describe the qualifications, experience, and availability of key personnel on your project team. (NOTE: Do not include percentages of availability as this may be misinterpreted.)
 - Provide a spreadsheet list of projects you have **completed** during the last five years. The heading of the spreadsheet may include the following (see sample *Related Experience* spreadsheet form available on the UDOT Web site udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287 under *Project Organization Chart and Related Experience Charts*. Note: Columns may be combined in order to meet the font size and margin requirements.)
 - Name of Project Manager
 - Year
 - Type of Project
 - Project Name
 - Project Location
 - Project Description
 - Construction Estimate Cost - \$Million
 - Services Performed

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- Client
- Reference Contact and Telephone Number

A maximum of 65 points is available for this section.

3. Capability of the Consultant – The Selection Team will evaluate the Consultant's capability to perform the work.

- Describe your firm's capability to perform the work.
- Describe any unique qualifications your firm has to perform this type of work.
- Describe your firm's internal quality and cost control procedures.

A maximum of 35 points is available for this section.

4. Appendix B - The Consultant is expected to complete the form, *Proposed Key Personnel to Be Used on UDOT Project* (attached as **Appendix B** to this Streamlined RFQ). The Appendix B should state the certification and education levels of the individuals proposed for use on this contract including sub-consultants' personnel. **The completed form must be included in Streamlined SOQ's but will not count as one of the allowed pages.**

When Consultants list personnel on Appendix B *Proposed Key Personnel to Be Used on UDOT Project* Form, the Consultant is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.

STREAMLINED SOQ FORMAT REQUIREMENTS

It is very important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Department's Selection Team.

1. **Black & White Only** – (Exception: Letterhead may be in color.)
2. **8½ x 11 Size Paper Only** – (Refer to No. 10 of Streamlined SOQ Format Requirements for further details.)
3. **One (1") Margins** – (Exceptions: Consultant Name/Logo and Page Headers/Footers may be within margin.)
4. **10 Pt Font and 12 Pt Line Spacing, Minimums** – (The minimum font size is 10 point font or greater everywhere in SOQ including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
5. **Charts, Graphs, and Pictures** – (Optional and counted as page(s))
6. **Page Headers/Footers** – (May be within 1" margins; Include Project Number, Project Location/Description, and Current Date.)
7. **No Additional Front or Back Page Allowed** – (Introductory Letter Is Top Page).
8. **Appendix B is required** – (Appendix B will not count towards the page maximum.)

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A maximum total of 100 points is available for the Streamlined Statement of Qualifications.

A one-point penalty will be assessed by Consultant Services for each applicable violation of the above (#1 through #8) format requirements for a maximum 8-point penalty per Streamlined SOQ.

9. **Electronic PDF Submittal** – Submit a PDF file of the SOQ to Alan Loiacono at aloiacono@utah.gov.

10. **Four (4) Page Maximum** (Introductory Letter and Appendix B do not count towards the page maximum.)

A page is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics.

The Introductory Letter and Appendix B will not count towards the page maximum.

Any Streamlined SOQ that is not submitted electronically or exceeds the four-page maximum will be disqualified by Consultant Services and will not be reviewed by the Department Selection Team.

UDOT SELECTION TEAM

The Selection Team members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Team may then meet to discuss the scores and comments and determine whether interviews are necessary or whether the selection may be made based on the scores from the SOQ's.

Most Streamlined RFQ selections will be based on the Streamlined SOQ scores. However, if the Selection Team determines it is necessary to have interviews in order to make a selection, the members will develop the format of the interviews in the Selection Team Meeting by completing the *Interview Format Worksheet*.

SELECTION INTERVIEWS

If the Department Selection Team determines interviews are necessary, the following project-specific topics may be some of the issues discussed.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project

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“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using the “Selecting by Consent” (SBC) process developed by the Consultant Selection Interview Process Quality Improvement Team officially implemented August 12, 2004.

The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms” or udot.utah.gov/index.php?m=c&tid=287.

SUMMARY

The Streamlined Statement of Qualifications (SOQ) should be clear, concise, and it should provide the Department's Selection Team Members with an understanding of the Consultant's and Sub-consultants' ability to undertake and complete the proposed project in a thorough and timely manner.

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Rev. 1/12/04

Appendix B

Proposed Key Personnel to Be Used On UDOT Project

Name*	Firm Name	Title (Within firm and/or proposed on project)	Certification Category/Level	Utah License/ Certification No.	Other State License/ Certification No.	Education Level

Include all key personnel who are proposed to work on UDOT project including sub-consultants. Add additional pages if needed.

The Form and an example of the completed form along with further descriptions of the column headings are available on the UDOT Website udot.utah.gov under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Forms" or udot.utah.gov/index.php?m=c&tid=287.

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Appendix C

A. SCOPE OF WORK

PROJECT OVERVIEW

This project is to replace the existing 4500 South Bridge (F-156) over I-215. The new structure will be built in its current location. The Utah Department of Transportation will incorporate Rapid Bridge Replacement techniques into the design and construction of the project. UDOT is also planning on using the Construction Management General Contractor (CMGC) contracting method. The Consultant will be involved in the selection process and several coordination meetings with the Contractor.

The project will follow specific tasks from the Utah Department of Transportation's Design Process. Information listed below is a Scope of Work for the Consultant, which is to be used within the framework of the Design Process Manual and conforms to UDOT Standard Drawings, Standard Specifications, and Special Provisions and Guidelines. The Consultant must use the UDOT CADD Standards. The project will be conducted using English Standards. A Quality Assurance/Quality Control Plan will be developed by the consultant and submitted as part of the "Scope of Work".

DESIGN PHASE

Task 02D DEVELOP MAPPING AND TOPOGRAPHY

A complete ground survey of the project site will be needed for the design. The survey to define the existing roadway will include the following features:

Topographic features (Edge of roadway, drainage and irrigation features, crown lines, existing traffic control signs and striping, adjacent building corners, business signs, driveways, curb & gutter, sidewalks, structures, flowlines and other breaklines)

Underground utility evidence and above ground utility facilities as well

Any markings that may show locations of underground utilities

Task 04D DEFINE PROJECT TEAM & HOLD PROJECT KICKOFF MEETING

The Consultant will consult with UDOT to finalize the project team. Once the team is finalized, the Consultant Team will organize and hold a project kickoff meeting in conjunction with the project scoping meeting. The Consultant will prepare an agenda for this meeting and submit the agenda to UDOT prior to the meeting for approval. A project charter will be developed and signed by the project team as part of this meeting. A communication plan and communication chart showing points of contact and responsibility for conflict resolution will be prepared and distributed to the project team. A Public Involvement Plan, draft media relations plan, schedule, budget, and QC/QA will also be discussed during the meeting. Minutes of the meeting will be recorded by the consultant and distributed to all attendees.

Task 10D CONDUCT SCOPING MEETING AND DEVELOP MINUTES

Meet with key members of the project team to discuss project scope and confirm the feasibility of the concept recommendations. During the meeting, structure, roadway and intersection

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geometrics will be reviewed and discussed to determine compliance with recommended standards. A memo will be prepared suggesting any alterations to the roadway not included in the selected concept.

Once the tasks in O2D are completed, the Consultant will prepare a preliminary set of plans that identify the existing features of the roadway and adjacent improvements. The Consultant will then coordinate with UDOT to identify participants for a scoping team.

Task 13D DEVELOP INITIAL ALIGNMENT AND STAKE CONTROL LINE

Develop initial horizontal and vertical alignment.

Task 16D OBTAIN PRELIMINARY UTILITY INFORMATION

Notify utility and railroad companies located in the proposed project corridor of the intended project through the Region Utility/Railroad Coordinator. Request the utility companies to provide UDOT with updated plans of their facilities.

Task 28D DEVELOP PAVEMENT DESIGN

The Consultant will prepare a letter to the UDOT Region Two Pavement Engineer requesting a pavement design to be conducted by the Region Staff.

Task 31D PREPARE AND REQUEST DESIGN EXCEPTIONS

Submit the Design Exception request on the UDOT Standardized form with supporting documentation after the Scoping Meeting has been held. Evaluate the effects of the variance on the safety and operation of the facility in the documentation to justify retention of a substandard feature.

Task 34D DEVELOP INITIAL ROADWAY PLANS

Prepare initial alignments using base plans from concept activity and conduct initial field inspection. Assemble initial roadway plans. Incorporate all mitigation measures proposed in the environmental document into the roadway plans. Prepare initial signing & striping plans and maintenance of traffic plans.

Task 37D DEVELOP INITIAL HYDRAULIC PLANS

Prior to proceeding with the technical hydraulic design, the Consultant and the Region Two Hydraulics Engineer will conduct a field review of the project site. During this review the team will determine the hydraulic design considerations and agree upon concepts. Complete the preliminary hydraulic design for the project, which included preparing hydraulic computations, determining size and placement of hydraulic structures, and addressing the environmental mitigation issues relating to hydraulics.

Task 38D DESIGN PUBLIC INVOLVEMENT

The Consultant will prepare the Public Involvement Plan. The Consultant will coordinate with the Region 2 Public Involvement Coordinator.

Task 43D DEVELOP INITIAL SIGNAL AND LIGHTING PLANS

Design the initial layout of the signal and street lighting.

Task 46D ESTABLISH PRELIMINARY UTILITY PLANS

The Consultant is required to:

Develop utility base maps using the utility location information supplied.

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Identify potential utility conflicts.

Supply utility conflict information to utility companies and follow their process to obtain utility approval.

Task 49D DEVELOP STRUCTURES SITUATION AND LAYOUT PLANS

The Consultant must prepare a bridge type selection report with a minimum of three bridge types identifying advantages and disadvantages including cost for the department.

Recommend a bridge type. Submit for review, comment and approval; to the Project Manager and Structural Design Section. Prepare the situation and layout plan of the proposed structure. Complete in accordance with the Structures Division Quality Plan.

Task 52D DEVELOP UTILITY PLANS

The Consultant updates the project plans obtained from engineering data, and makes any possible modifications on the design plans to avoid unnecessary conflicts.

Task 55D REVIEW ROADWAY PLANS/FIELD REVIEW

Prepare for and conduct and Plan-in-Hand meeting.

Task 56D REVIEW AND APPROVE STRUCTURES SITUATION LAYOUT PLANS

The Consultant will submit the Structures Situation and Layout plans to the UDOT Bridge Engineer for review and approval.

Task 58D REVIEW MAJOR STRUCTURE HYDRAULIC PLANS

The Consultant and the UDOT Region 2 Hydraulics Engineer will verify all hydraulic design assumptions for major structures at this time including method of analysis, return frequency and existing conditions.

Tasks include:

Verify hydrologic and hydraulic design and calculations.

Verify scour depth calculations at abutments and piers.

Verify the design of detention/retention ponds or other mitigation for point source discharge of storm water runoff.

Review Storm Drain Hydraulic/Energy Grade Line.

Review channel changes and water surface profile.

Submit approved Hydraulics Report.

Task 73D REVIEW SIGNAL/LIGHTING PLANS

UDOT shall perform a review and provide written comments on the initial signal and lighting plans. Those comments shall then be given to the Consultant for revisions. The consultant will also provide a review of the plans as part of the QA/QC plan.

Task 76D CONDUCT UTILITY FIELD REVIEW

The Consultant will coordinate notice to invitees, distribute plans, and attend a field review meeting with UDOT and utility agencies in an effort to ensure all existing and proposed utility information is properly depicted on the project plans. After the field review and after comments are received, the Consultant will make the necessary changes to reflect the locations of utilities. A plan set containing the updated title, typical section, and plan and profile sheets will be submitted to the for review purposes.

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Task 85D CONDUCT INITIAL STRUCTURE GEOTECH INVESTIGATION

Conduct a geotechnical exploration program for the replacement bridge in accordance with this ePM activity and the current Geotechnical Manual of Instruction (MOI).

Task 86D CONDUCT INITIAL STRUCTURE SOIL TESTING

Conduct a suitable geotechnical laboratory testing program on samples obtained from the geotechnical exploration in accordance with this ePM activity and the current Geotechnical MOI.

Task 87D CONDUCT STRUCTURAL SOILS TESTING

Test soils for structure foundation. Laboratory personnel conduct tests following applicable AASHTO and ASTM specifications. The Project Geotechnical Testing Engineer analyzes test results and prepares applicable charts, and prepares graphs and curves.

Task 88D FINALIZE DESIGN STUDY REPORT

Assemble the Scoping Meeting minutes, minutes of the Utility Field Review, and approved Pavement Design. Review the Final Environmental Document and Engineers Estimate in reference to the Project Plan Sheets for completeness and accuracy. Provide documentation of commitments made to stakeholders. Develop quantities for roadway and drainage items. Assemble plans for the Design Study Report.

Task 98D DEVELOP STRUCTURAL GEOTECHNICAL DESIGN

Perform geotechnical evaluation and analysis from the results of activities 85D and 86D to develop appropriate recommendations for foundation design and construction of the bridge and abutment walls, if any. Conduct this activity in accordance with the current Geotechnical MOI, including providing any required geotechnical-related contract drawing details and/or special provisions; and review of geotechnical-related elements of the PS&E package; and preparation for and participation in the project PS&E meeting.

Task 05P DEVELOP FINAL STRUCTURE PLANS

Prepare final structure plans, incorporating the horizontal and vertical roadway alignment and the typical road cross-section. The Consultant will also incorporate Rapid Bridge Replacement elements. Meet all UDOT Structures Division Design and Quality Plan Requirements. Determine and verify Pay Quantities, Engineer's Estimates, and Special Provision. Review the structure geometry for compliance with the current horizontal and vertical roadway alignments, typical road cross-sections, the profile elevations of all the alignments and the cross-sections.

Task 15P FINALIZE HYDRAULIC PLANS

Final hydraulic plans will be prepared based on the recommendations obtained from comments from preliminary reviews. Hydraulic features such as inlets, manholes, and outlets will be incorporated into the final plans. The size, type, and location of all hydraulic structures will be verified. The final hydraulic design shall conform to standards set by UDOT, federal agencies, and the governing environmental document. After comments are incorporated into the plan set, the Consultant will meet with the UDOT Region 2 Hydraulics Engineer to finalize the hydraulic plans (assume 1 meeting). The Consultant will also verify conformance with the Final Project Design Criteria and the Environmental Document. The Consultant will prepare Final Hydraulic Plans and Details, a detailed Summary of Items, Engineer's Estimate, and Special Provisions as required. The Consultant will also perform a QA/QC review of the final hydraulic plans.

Task 20P FINALIZE ROADWAY PLANS

The Consultant will resolve previous review comments and make or coordinate appropriate

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corrections to the roadway and specialty plans. The Consultant will compute and finalize quantity summaries, prepare Special Provisions, and enter quantities and unit costs into the UDOT Estimate System for the Engineers Estimate. The Consultant will also ensure that all previous review comments were either incorporated into the plans, or otherwise resolved. The Consultant will also perform a QA/QC review of the final roadway plans. Special provisions for the roadway elements will be prepared as part of this task.

Task 30P FINALIZE SIGNAL/LIGHTING PLANS

The Consultant will finalize the signal and lighting plans by making revisions based on previous review comments from UDOT. The Consultant will prepare Final Plans and Details, a detailed Summary of Items, Circuit Schedules, Engineer's Estimate, and Special Provisions as required. The Consultant will also perform a QA/QC review of the final lighting plans.

Task 33P REVIEW FINAL STRUCTURE PLANS

The Consultant will submit the Structural Drawings, Special Provisions and all other structural project information including Quality Plan certifications to the Structures Division for review and approval.

Task 35P PREPARE UTILITY AGREEMENTS

Following approval of the final utility adjustments if any, the Consultant will assist UDOT with preparing agreements between UDOT and the utility agencies involved. The agreements will contain a description of the proposed adjustments and an estimated cost as well as the party responsible for payment of the costs.

Task 38P PUBLIC INVOLVEMENT

Update the Public Involvement plan for the PS&E phase of the project.

Task 70P ASSEMBLE PS&E PACKAGE

The Consultant will assemble the complete set of plans, special provisions, and estimate, (excluding standard drawings) and distribute with comment forms.

Task 75P PREPARE FOR AND HOLD PS&E REVIEW

The Consultant will setup, prepare for, inform attendees, and attend the PS&E review meeting and take notes of changes and any comments given. The Meeting Minutes taken will become the check-off list for the final submittal.

Task 80P MAKE PS&E REVISIONS/ADDITIONS

The Consultant will make the necessary revisions/additions as identified in the PS&E review meeting. A report/checklist will be prepared showing how all comments received were addressed (whether they were incorporated into the plans or not). This report will be submitted with the final submittal.

Task 85P PREPARE ADVERTISING PLAN SET

The Consultant will assist the UDOT Project Manager in preparing the advertising set. Advertisement will be formatted in conformance with the electronic plan room process. Right-of-way certification, utility certification, and a signed QC/QA plan will be submitted with the advertising set. Although the project will not be advertised through the traditional method, the package needs to be prepared and all of the required documentation needs to be submitted.

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B. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under “Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance” or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

C. Department Furnished Items

- UDOT Standards, Policies, and Reference Materials (available online at the UDOT Web site udot.utah.gov under “Doing Business > Standards and Specifications” or udot.utah.gov/index.php?m=c&tid=302)
- UDOT Consultant Services Manual of Instruction (available online at the UDOT Web site udot.utah.gov under “Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Manuals” or udot.utah.gov/index.php?m=c&tid=615)